

atlanta  
civic site



## 2017 Community Investment Fund Application

The Community Investment Fund awards grants to resident-led projects in Adair Park, Mechanicsville, Peoplestown, Pittsburgh, Summerhill and Capitol Gateway that can be completed by December 2017. Requests should range from \$500 to \$5,000 (see grant announcement for further instructions). Please complete all application sections. Applicants may attach additional pages, if necessary.

### Section I: Applicant Profile

Organization/Group Name:	
Project Title:	
Primary Contact Name:	
Phone:	Email:
Mailing Address:	
City:	Zip:
Describe whether primary contact lives or works in Neighborhood Planning Unit V (NPU-V) and which neighborhood:	
Secondary Contact Name:	
Phone:	Email:
Mailing Address:	
City:	Zip:
Describe whether live or work in NPU-V and which neighborhood:	
Neighborhood(s) Involved in Project:	
Date Group/Organization Formed:	

Website (if available):

**Section II: Group Contacts and Financial Information**

Please provide contact information for each additional member of the project team, beyond those listed above. The team should consist of at least three unrelated applicants. Team members must be residents of, or work in, the community that the project intends to serve. At least one member must be older than 18.

Name and Role With This Project	Complete Address	Email/Phone

Your group must have an Internal Revenue Service nonprofit tax exemption letter or an agreement with a nonprofit tax exempt organization to receive funds on your behalf (fiscal agent). **PLEASE NOTE: An agreement with a fiscal agent organization should be established prior to submitting an application and a letter of agreement provided.** If you are using a fiscal agent, the agreement letter with your fiscal agent should specify the roles and responsibilities of each party. If you are using a fiscal agent, we prefer that agent be located within NPU-V.

Tax Exemption Letter Attached

Fiscal Agent Agreement Letter Attached

Fiscal Agent Contact Information (if applicable):
Fiscal Agent Agreement date (if applicable):
Individuals with access to project funds:

Does your group have any experience with managing funds (together or separately) or, if you have a fiscal agent, do you have experience working with that fiscal agent previously?

Yes  No

Please discuss your response:

### Section III: Request

1. Please describe your group. How long have you worked together and what are your group's goals and mission? How are NPU-V residents involved with your group?

2. Which Annie E. Casey Foundation focus area does your group's project address (check all that apply)?

Neighborhood Transformation  Education Achievement  Family Economic Success

3. Describe your group's project. Indicate whether this project is part of a larger strategy; for example, did it come out of a community planning process? If it involves physical improvements, provide the address and submit photos (insert below or attach them to your application).

4. Please list the scope of work for this project. This should describe the tasks that you will need to complete to accomplish the project goals and when you anticipate completing each activity.

Activity	Date
<i>Example: Distribute fliers for community cleanup</i>	<i>July 2017</i>

5. If your project involves serving children, please describe steps you are taking to ensure the safety of the children and obtain permission from their parents.

6. How will you raise awareness of the project and ensure that neighborhood residents are involved?

7. Is this a new project or part of an ongoing initiative? If ongoing, please describe your accomplishments thus far.

8. What are your goals for the project? What are the performance measures (numerical measure)? How will you know that you have been successful?

GOAL	Performance Measure
<i>Example: Pick up trash from an abandoned lot</i>	<i>XX bags collected</i>

9. Once you have accomplished the goals described above, what difference do you think it will make for the community? Provide a narrative describing the anticipated results for the community.

10. How will your group sustain the project after the grant is complete?

11. Have you previously received a CIF grant? If so, what were your major accomplishments?

12. Please feel free to attach a letter of support that you think might be helpful to your application. If the project will be operated at a site that is not under the control of your group, please attach a support letter from that site.

**Section IV: Budget**

Group/Organization's Annual Operating Budget (OK to answer '0'):

Amount Requested:

Please complete the budget table for the total cost of the request. Examples of allowable grant expenses include meeting expenses, food, equipment/space rental, professional services (*be specific about what the services are and who will provide them*), fiscal agent fee (*no more than 10 percent of ask*), copying, marketing/advertising, materials or other direct expenses. Stipends, salaries or other compensation for time of project team members are not allowable expenses. Please note that the amount requested column must total the amount requested above.

Item	Total Cost	Amount Requested	Narrative Description (Purpose, timing, in-kind, etc.)
<b>TOTAL</b>			

Has this project received funding from other sources? If so, please indicate each source and amount.

SOURCE	AMOUNT
<b>TOTAL</b>	

**Section V: Acknowledgment**

Two signatures are required.

*To the best of my knowledge, the information given in this application is accurate and complete. By authorizing this application, we attest to the accuracy of this data and agree to the responsibility of managing this project if the grant is awarded.*

Signature:	Title:	Date:
Signature:	Title:	Date:

**Applications are due by 5 p.m. on Monday, March 20, 2017. Please send completed applications to Kristina Sales at [ksales@aecf.org](mailto:ksales@aecf.org) (email preferred) or to:**

The Annie E. Casey Foundation, Atlanta Civic Site  
 477 Windsor Street, SW  
 Suite 304  
 Atlanta, Georgia 30312  
 ATTENTION: Community Investment Fund Application

For questions or additional information, please call 678.686.0145. Thank you for your interest!

The Annie E. Casey Foundation  
 Atlanta Civic Site  
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[www.aecf.org/atlanta](http://www.aecf.org/atlanta)